

Quick Start Guide: VaccineFinder Provider Setup

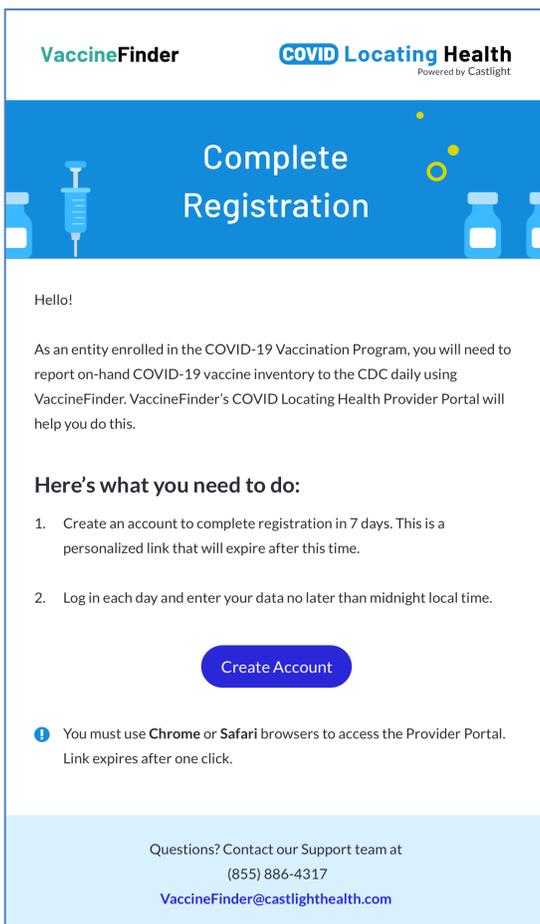
Purpose: This quick start guide provides steps for **account creation** and **provider setup** for VaccineFinder's COVID Locating Health Provider Portal. Please visit <https://vaccinefinder.org/covid-provider-resources> for training videos and other documents.

Scope: The guide *only* applies to providers in jurisdictions that have designated their providers to report inventory quantities directly into VaccineFinder.

Step One: Provider Enrollment Email

VaccineFinder will onboard providers prioritized by jurisdictions for receiving early vaccine shipments first. Remaining providers will be onboarded in phases.

Providers will receive an email from VaccineFinder@auth.castlighthealth.com with instructions for enrolling in VaccineFinder. VaccineFinder registration emails are sent to the COVID-19 contact listed in **Section A** of the Provider Agreement.



Email tips:

- If you expect an email but have not received it yet, check your spam folder or search for VaccineFinder@auth.castlighthealth.com.
- This is a unique link that will expire after 7 days. If you receive an expired link error message, please reach out to our help desk vaccinefinder@castlighthealth.com for a new link.
- COVID Locating Health is supported on Edge, Safari and Google Chrome web browsers.
- If your default browser is Internet Explorer, Firefox or another unsupported browser, follow the steps below to open the link.
 - Right click on the "Create Account" button
 - Select "Copy Hyperlink"
 - Open a new window in one of the supported browser and paste the copied hyperlink into the web address bar

Quick Start Guide: VaccineFinder Provider Setup

Step Two: Set Password

To create your COVID Location Health Account you must select a password. Your account username is the email address where you received your registration email in Step One.

COVID Locating Health
Powered by Castlight

Create Account

Create an account to report your vaccine inventory.
Start by selecting a password.

Email Address
xxx@xxx.com

Password
..

Confirm Password

I'm not a robot

[Privacy](#) [Terms](#)

Create Account

Password tips:

Please keep in mind the following criteria when creating your new password

- Use upper- and lower-case letters (e.g. Aa)
- User 8 or more characters
- Use a number (e.g. 1234)
- Use a symbol (e.g. !@#?)
- No guessable password (e.g. Password123!)
- No password containing part of username
- No password containing first or last name

If you click on the link in the registration email and do not see the Create Account page, review the email tips in Step One to help troubleshoot.

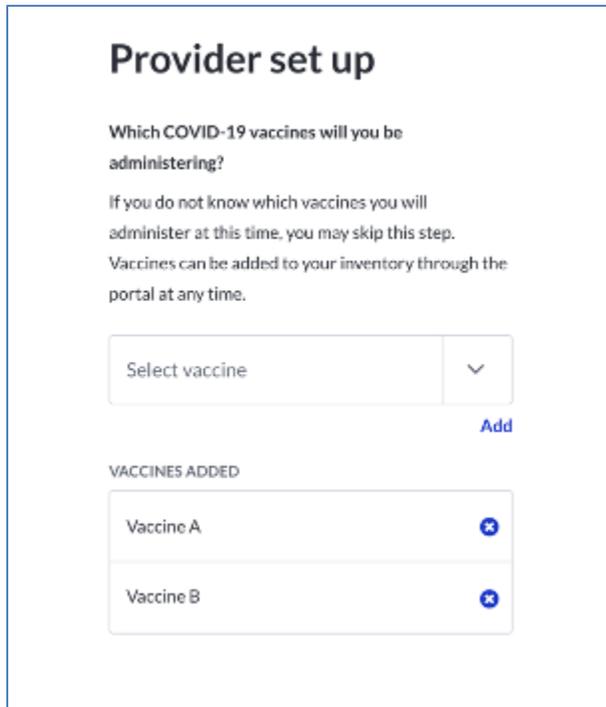
Quick Start Guide: VaccineFinder Provider Setup

Step Three: Provider Setup

The first time a provider signs into VaccineFinder's COVID Locating Health Provider Portal, they will see the provider setup flow. This flow has two parts: vaccine selection and inventory reporting designation.

Vaccine Selection

COVID-19 vaccines that have been approved at the time of the user's registration will be pre-populated in a dropdown menu at the top of the provider set-up page. The user will then select the vaccine(s) they will be administering.



The screenshot shows a web form titled "Provider set up". The main heading is "Which COVID-19 vaccines will you be administering?". Below this, there is explanatory text: "If you do not know which vaccines you will administer at this time, you may skip this step. Vaccines can be added to your inventory through the portal at any time." The form contains a dropdown menu with the text "Select vaccine" and a downward arrow icon. To the right of the dropdown is a blue "Add" button. Below the dropdown is a section titled "VACCINES ADDED" which contains a list of two items: "Vaccine A" and "Vaccine B", each with a blue "x" icon to its right, indicating they have been added to the selection.

Vaccine Selection tips:

- Once selected, the vaccine(s) will appear in the box labeled Vaccines Added.
- Vaccines can be removed from this box if they were added in error.
- This step is optional for locations. If providers do not yet know which vaccines they will be administering at the time of sign up, they may add vaccines at a later step.

Vaccines may be added at any time within the portal.

Quick Start Guide: VaccineFinder Provider Setup

Inventory Reporting Designation

Each provider organization may choose to:

1. Report centrally for all locations in their organization, or
2. Designate reporting to each location individually.

This choice cannot be changed for the duration of the COVID-19 vaccination program.

The screenshot shows a web form titled "How are you going to report your vaccine inventory?". A blue starburst icon is next to a message box that states: "Your selection cannot be changed for the duration of the COVID-19 vaccination program." Below this, there is a scrollable list titled "YOUR LOCATIONS (5)" containing five entries: "Kaiser - Santa Clara", "Kaiser - Oakland", "Kaiser - San Francisco", "Kaiser - Palo alto", and "Kaiser - Sonoma". At the bottom, there are two radio button options: "I will be reporting vaccine inventory on behalf of all locations listed above." and "Each of the locations listed above will be responsible for reporting their own vaccine inventory." At the very bottom are "Save" and "Cancel" buttons.

Inventory Reporting Designation Tips:

- The Your Locations box will show location(s) currently listed in VaccineFinder for your organization.
- Your inventory reporting designation will automatically be applied to any new locations added to your organization.
- If you choose to report centrally, **only the organization email listed in Section A** will be invited to create a VaccineFinder account. *To enable the primary and backup contacts to create accounts you must select to have **locations** report their inventory.*
- If you choose to allow each of your locations to report inventory, registration emails will be sent to the email addresses listed for primary and backup location contact. The organization contact will continue to have access to VaccineFinder as a reporting redundancy.
- At this time, VaccineFinder does not have the ability to add additional users who do not come directly from the Provider Agreement. **If you would like more than one contact to register inventory, you must delegate reporting to the provider level.**

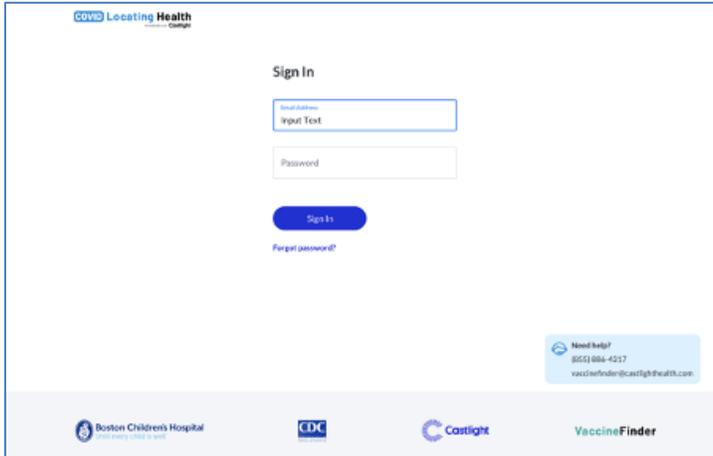
Note: Location level contacts and contacts who are the sole email address listed for a location

will not see this delegation choice during provider setup.

Quick Start Guide: VaccineFinder Provider Setup

Step Four: Save Selection and Login

Once you have selected your vaccines and your reporting designation, save your preferences by selecting the Save button. Upon completion of the provider setup you will be brought to <https://covid.locating.health/login> to login with your username and password.



The screenshot shows the login page for COVID Locating Health. At the top left is the logo "COVID Locating Health" with "Castlight" underneath. The main heading is "Sign In". Below it are two input fields: "Email Address" with a placeholder "Input Text" and "Password". A blue "Sign In" button is positioned below the fields. Underneath the button is a link "Forgot password?". In the bottom right corner, there is a "Need help?" section with the phone number "855.884.4217" and the email "vaccinefinder@castlighthealth.com". The footer contains logos for Boston Children's Hospital, CDC, Castlight, and VaccineFinder.

Login tip:

- Bookmark this page <https://covid.locating.health/login> so that you know where to go in the future!

You have now created your account and completed provider setup, you are fully registered with VaccineFinder and can report your COVID-19 vaccine inventory daily!

For more information on the COVID Locating Health Provider Portal, additional quick start guides, and training videos, visit <https://vaccinefinder.org/covid-provider-resources>.